

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



April 22, 2011

EBLAST

TO: IV-D DIRECTORS

SUBJECT: Business Continuity Management Plan Update

This letter is an update to Eblast 10-12, Business Continuity Management Plan Update.

The Department of Child Support Services (DCSS) continues to strive to provide an effective Business Continuity Management Plan (BCMP) process to our customers. Unfortunately, still under development and not ready for release are:

- New BCMP tools to ensure they provide clear, concise, complete and accessible information that is needed in the aftermath of a disruption or disaster. We will also address any other deficiencies and improvements in our current business continuity program.
- A structure process and date(s) for DCSS and the LCSAs to work together to conduct annual testing and/or exercise of BCMPs submitted each year. Working together we can ensure your BCMP components are exercised and in place for the continuity of operations in the event of a major disruption.

Until the release of a new plan and in accordance with CSS Letter 05-34 (<http://www.childsup.ca.gov/Portals/0/resources/docs/policy/css/2005/css05-34.pdf>), the DCSS Information Security Office (ISO) respectfully requests the submittal of the attached forms taken from the current BCMP. The due date is June 30, 2011, as mentioned in the previous Eblast.

These forms have been requested in previous years so you may find they can be easily updated. There is no change to the electronic secure transmission of completed plan updates. Please continue to send them to the ISO mailbox: info.security@dcss.ca.gov.

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If you have questions, comments or concerns on the continued development of the BCMP or on the forms attached, please contact Jesse Saenz at (916) 464-0525, or you can reach me at (916) 464-5774.

Sincerely,

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LAWRENCE "BUDDY" TROXLER
Information Security Officer
Technology Services Division

Attachments: BCMP Forms 1-6